

DA 87-0751
8 April 1987

MEMORANDUM FOR: Chief, Headquarters Consolidation Staff

FROM:
Chief, DDA Management Staff

SUBJECT: New Headquarters Building Occupancy

1. Attached are the updated worksheets for New Headquarters Building space you requested from six specified DA Offices. The Offices of Medical Services (OMS) and Training and Education (OTE) require no changes. The Office of Information Technology (OIT) needs more time to incorporate a pending reorganization into their calculations. We will provide their input as soon as possible, probably about 1 May.

2. The Offices of Security (OS), Finance (OF), and Personnel (OP) all require additional space to accommodate increases in personnel, some organizational restructuring, and increased requirements for special use space. OS requires an additional 6,140 square feet (SF) of space to accommodate 67 new personnel; OF requires 10,940 SF to accommodate 103 additional personnel; and OP requires 2,425 SF to accommodate 28 additional personnel.

3. If you have any questions regarding this information, please contact

Attachment
As stated

25X1 C/DDA/MS da

25X1 Distribution:
Original - Addressee w/att
2 - DDA Registry wo/att
1 - MS Subj w/att
1 - MS Chron wo/att

~~SECRET~~